

O Beadle
___ Bersbach
___ Gerlich
___ McCartney
___ McIntyre
___ Petitgout
___ Rigdon
___ Splinter
___ Winter
___ Coordinator

GALENA AREA EMERGENCY MEDICAL SERVICE DISTRICT
Board of Directors' Meeting
217 Summit Street, Galena IL 61036



Thursday, March 28, 2024

MINUTES

CALL TO ORDER President Ben Petitgout called to order the meeting of the Galena Area Emergency Medical Service District Board of Directors at 6:30 p.m.

ROLL CALL

Board members present: Randy Beadle, Vice President; Claire Bersbach, Secretary; Austin Gerlich; Ben Petitgout, President; Jim Rigdon, Treasurer; and Linda Winter.

Absent: Renee McCartney, Pam McIntyre*, and Jan Splinter. A quorum was established.

EMS personnel present: William L. Bingham, EMS Coordinator, and Aishah Abdul-Aziz, Administrative Assistant.

EMS Association representative present: Shelley Finley.

EMS Association member(s) present: Christian Gronewold and Gabe King.

Others present: None.

PLEDGE OF ALLEGIANCE was led by President Petitgout.

AGENDA ITEM I. CONSENT AGENDA

Claire Bersbach moved, Linda Winter seconded, to approve the Consent Agenda, consisting of **approve minutes** from the **February 22, 2024**, Board of Directors' meeting; bills paid in February; Financial Statements; estimated March invoices of **\$25,759.52** plus payment TBD to Brett Temperly for drywall repair and paint the women's restroom, VISA of **\$905.28**, and known January Auto-pay of **\$946.10**.

APPROVE POLICY REVISION - ADMINISTRATIVE: Public Comments. The previous Policy was titled "Citizen's Comments," implying comments were limited to citizens of the District. This Policy makes it clear that the Public is allowed to make comments.

President's Report – Ben Petitgout

- Along with Bill Bingham and Aishah Abdul-Aziz, met with members of the Sizzle Foundation for a Q & A on a possible donation from the Foundation.
- Attended March 5 EMS Association meeting re: Interfacility Patient Transfers.
- Worked with Board Secretary Bersbach to revise GAEMSD Policies:
 - o ADM Public Comments (Consent Agenda)
 - o ADM Organization Chart
 - o FIN Compensation – Salaried Personnel
 - * Binder Tab #5: Compensation – Salaried Personnel.
- Board of Directors' Policy Manual – Table of Contents
- Increased Automated Clearing House (ACH) monthly payroll limit from \$30,000.00 to \$40,000.00.
- Ordered a new desktop computer for the Report Writing room to replace one that was four years old and had a hard-drive failure.

AGENDA ITEM I. CONSENT AGENDA – continued:**President's Report** – Ben Petitgout – continued:

- Met with owner and lead mechanic at Guy's Towing and Service to go over major engine repairs that were needed on 1-A18.
- Polled the Executive Committee on reinvesting Illinois Bank & Trust funds that matured on March 19. This will be a **NEW BUSINESS** item for Board ratification.

Treasurer's Report – Jim Rigdon

- GAEMSD Available Account Balances as of 03-22-2024:
 - \$ 255,454.75 District Total All Accounts at Illinois Bank & Trust
 - \$ 313.00 District Non-Invested in LPL Money Market
 - \$ 10,149.24 EMS Association Savings Account Total
- Financial Statements for the period ended 02-29-2024 have been provided to Board members.
- Status of Investments:

Illinois Bank & Trust / GAEMSD

Investment	Interest Rate	Period	Maturity	Est. Earned
\$ 206,000.00	5.35%	9 months	04-05-2024	\$ 8,265.75
\$ 250,000.00	5.70%	11 months	10-16-2024	\$ 13,062.50
\$ 59,000.00	5.45%	11 months	10-16-2024	\$ 2,947.48
\$ 161,000.00	5.20%	9 months	12-21-2024	\$ 6,279.00
Anticipated Total:				\$ 30,554.73

First Community Bank of Galena / GAEMSD

Investment	Interest Rate	Period	Maturity	Est. Earned
\$ 81,000.00	4.99%	7 months	07-29-2024	\$ 2,396.43
\$ 81,000.00	5.01%	8 months	09-29-2024	\$ 2,716.48
Anticipated Total:				\$ 5,112.91

Illinois Bank & Trust / EMS Association

Investment	Interest Rate	Period	Maturity	Est. Earned
\$ 12,000.00	5.50%	12 months	10-31-2024	\$ 660.00
Anticipated Total:				\$ 660.00

Secretary's Report – Claire Bersbach

- Worked with Board President Petitgout to revise GAEMSD Policies.
 - o ADM Public Comments (Consent Agenda)
 - o ADM Organization Chart
 - o FIN Compensation – Salaried Personnel
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 Board of Directors' Policy Manual – Table of Contents
 Forwarded above to Board members. Printed copies for Board Packs.
- Updated Guiding Documents binder and OPM binders (four).

AGENDA ITEM I. CONSENT AGENDA – continued:**Secretary's Report** – Claire Bersbach – continued:

- Normal monthly duties: e-mailed/printed/scanned/copied and assembled materials for Board Packs.

END OF CONSENT AGENDA

Motion carried.

AGENDA ITEM II. PUBLIC COMMENTS – None.**AGENDA ITEM III. REPORTS****1. EMS Coordinator** – William Bingham

EMS Association meeting and training session was March 5. The topic was **Documentation and Refusals** taught by Richard Robinson.

The following members were recognized for **service anniversaries**:

Cindy Blakemore 1 year
Lynn Gallagher 2 years
Tadeo O'Brien 4 years
Shelley Finley 7 years
Brandon Kieffer 19 years

This week we will be sharing an **EMS Fitness membership** for members that want to take advantage of this opportunity.

Members had an open discussion and Q&A regarding **Inter-Facility Transfer Service**. The majority of our membership agrees that this service is needed and should be pursued.

The March 16 **St. Patty's Shamrock Run and parade Standby** went smoothly, without incident.

We have received several Standby requests this past month which include the upcoming **Kiwanis 5K and 10K Run for the Parks on April 20**.

Nicole Karberg has asked us to participate with the Senior Resource Center (at the Crossroads Community Church) at the **Senior Expo** on April 25. This session will address falls and risks involving elderly people and how to prevent falls, etc. Gabe King and Bingham have started to prepare for this Expo.

Galena Public Library **Pride Picnic** is on June 8.

We have received a request for a **CPR class** for the City of Galena Public Works. Date has not yet been determined.

The **Galena Library Touch a Truck** event program is on July 13.

A **Stop the Bleed and First Aid Class** will be scheduled at the Goat-Hoof-It organization.

Our **ALS upgrade** is set to be renewed at the end of this month. After discussion with Richard Robinson, Gabe King, Aishah Abdul-Aziz, and Bingham, it was decided to suspend this renewal until we are able to hire paramedics for our service. This suspension will have no impact on future renewals. Robinson stated that the ALS staffing is an easy process. After hiring paramedics, once we are ready to renew, we can submit new paperwork at any time.

Starting in early April we will begin our **annual cleanup**. This includes housekeeping as we begin to clear out the third bay as we prepare for delivery of the third ambulance later in the year.

AGENDA ITEM III. REPORTS – continued:**1. EMS Coordinator** – William Bingham – continued:

Bingham concluded his report by noting that month-to-date we currently have had 43 calls (through 3/28). For fiscal year May 1, 2023, through today, we have had **741 calls**.

2. Administrative Assistant – Aishah Abdul-Aziz

Aishah reported that she provided the **grant report follow up** to Jo Daviess Country Fair Charities. They require organizations that received their grant money to provide a follow-up report and a copy of the receipt for equipment purchased using their grant money.

Organizations that fail to provide a follow-up will not have the ability to apply for future grants.

Received \$308.40 from the **Richard Peterson EMT Endowment Fund** to reimburse for expenses by John Loebel and Gabe King for attending the Tri-State Emergency Responders Conference (last fall).

Donations:

\$1,000.00 from **Galena Lions Club**. This was from a grant requested to pay for medical supplies.

\$225.00 cash donation in memory of **Richard Hocking** to EMS Association.

Aishah concluded her report by advising the Board she would be out of the country visiting family in Malaysia from April 4 through the 25. She will be available by phone and email and will continue to do EMS work while away.

3. EMS Association Representative – Shelley Finley

Shelley referenced EMS Coordinator Bingham's report on the March 5 EMS Training, adding that Richard Robinson (UWHealth) is constantly updating us on forms / refusals.

There was a lively discussion at the March 5 meeting regarding the possibility of **transfer service** with a good question and answer session.

The Association purchased **vests** for members which will provide additional warmth but are not as bulky as a winter coat.

Gabe King provided a demonstration of the "Grab and Go" bags that are in place on both ambulances. These bags make it easier for responders to begin providing patient care very soon after arriving on scene.

* 6:52 Pam McIntyre entered the meeting.

4. Committees – Budget Ad Hoc Committee**A. Budget Ad Hoc Committee Report** – Chair Jim Rigdon

President Petitgout, Board member Austin Gerlich, EMS Coordinator Bill Bingham, Administrative Assistant Aishah Abdul-Aziz, and Budget Ad Hoc Committee Chair Jim Rigdon met Wednesday, March 6, and began discussion of the FY2025 Budget. With information from ten months of the fiscal year available, the Committee will likely meet again the second week of April to begin filling in the blanks.

B. Appoint Nominating Ad Hoc Committee Chair – President Petitgout

Per GAEMSD's By-Laws, President Petitgout appointed Renee McCartney to Chair the Nominating Committee.

McCartney will provide a list of candidates at the April Board of Directors' meeting.

AGENDA ITEM IV. UNFINISHED BUSINESS – None.**AGENDA ITEM V. NEW BUSINESS**

1. Randy Beadle moved to table discussion of items 1 through 6 to Closed Session at the April Board of Directors' meeting; Linda Winter seconded.

7. Revise Policy Administrative: Organization Chart – Flow of Authority will be considered at the April Board of Directors' meeting.

8. Randy Beadle moved, Jim Rigdon seconded to **Ratify Executive Committee Action Reinvest GAEMSD Funds** Matured 03-19-2024.

Our \$157,000.00 six-month investment matured March 19, prior to this month's Board meeting. President Petitgout polled the Executive Committee for their vote on what action to take.

Of the interest earned, \$4,000.00 was added to the original investment resulting in \$161,000.00 to reinvest. The remaining \$317.50 is in a Money Market account with LPL Financial. This will be transferred to the District's checking account.

The new investment of \$161,000.00 was reinvested with LPL Financial for nine months at APY 5.20% earning an estimated \$6,279.00 interest.

Motion carried.

9. Claire Bersbach moved, seconded by Pam McIntyre to **Re-invest GAEMSD Funds That Mature April 5, 2024.**

Our \$206,000.00 nine-month investment matures April 5, 2024, with estimated interest earned of \$8,265.75.

Petitgout suggested consideration of reinvesting \$206,000.00 principle plus \$8,000.00 earned interest for a total of \$214,000.00. The remaining \$265.75 would be transferred to the District's checking account.

Motion carried.

AGENDA ITEM VI. BOARD MEMBER CONCERNS AND COMMENTS

Jim Rigdon asked if we had heard anything from the Sizzle Foundation (meeting of February 23). Petitgout advised we have not.

Petitgout commented he had talked with Kevin regarding the new ambulance (approved at the May 25, 2023, Board meeting) and was advised we may get it in May. New orders will have approximately a three-year lead time.

AGENDA ITEM VII. ADJOURNMENT

Austin Gerlich moved to adjourn the meeting; seconded by Ben Petitgout. Motion carried.

President Petitgout adjourned the meeting at 7:10 p.m. until the next regularly scheduled Galena Area EMS District Board of Directors' meeting **Thursday, April 25, 2024, 6:30 p.m.**, at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.